



## Serve Delaware Full Commission Meeting

**Monday January 11, 2016**

**Williams State Service Center, Dover DE**

**9:05a.m. – 11:40a.m.**

<b>PURPOSE</b> Full Commission Business Meeting	<b>ATTENDEES</b> <b>Commissioners Present:</b> Nancy Chirdon Forster, John Danzeisen, Sara Funaiock, Kanani Hines, Sharon Morgan, Gary Pippin, Margarita Rodriguez-Duffy, Rob Schroeder, Enid Wallace-Simms, Georgeanna Windley, Crystal Biles (ex officio), Autumn Rose (ex officio)  <b>Commissioners Absent:</b> Gerald Brady, Susan Keene Haberstroh, Jeffrey Lank, Justina Pedante, Marguerite Prueitt, Bryan Shupe  <b>SOV Staff Present:</b> Renée Beaman, Cynthia Manlove, Luz Vasquez-Guzman, Charles Harris, Tara Wiggins, Loretta Simmons,  <b>Guests Present:</b> Kevin Kelley, Director of Management Services, Department of Health and Social Services, Deborah Gottschalk,	<b>NOTE TAKER</b> Loretta Simmons
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### **BUSINESS MEETING – CALL TO ORDER**

The business meeting was called to order at 9:05am by Gigi Windley, Chair of the Commission.

**PUBLIC COMMENT** – None.

### **ROLL CALL – DETERMINATION OF QUORUM**

Roll call was taken by Loretta Simmons to determine a quorum of forty percent of the voting members of the Commission as required by the Bylaws.

Article V, Section 5.2 states that a quorum shall exist when forty percent of the voting members of the Commission are present. Phone, electronic and paper proxies count towards the determination of a quorum.

Six voting commissioners were in attendance by 9:05 a.m. and there was a quorum.

### **MOTION FOR APPROVAL OF AGENDA**

- 1. Approval of Agenda – January 11, 2016**
- 2. Approval of Minutes from the November 19, 2015 Full Commission Meeting**
- 3. Approval of Financial Report**

**Motion #1:** Commissioner Danzeisen moved to approve the consent agenda, to include the approval of the meeting minutes from November 19, 2015.

**Vote: Yes:** Commissioners Forster, Danzeisen, Hines, Pippin, Schroeder, Windley

**No:** None

All in Favor. Motion was carried.

### **EXECUTIVE COMMITTEE REPORT**

- Structure Task Force Report: Commissioner Nancy Forster stated that there are currently no updates to report on the meeting with Secretary Rita Landgraf. The committee is still waiting on feedback and is continuing to meet.

**Motion #2:** Commissioner Nancy Forster made a motion that the committee that was formed to examine the effectiveness of the Commission requests an appointment with the Governor to present and discuss the September 24, 2015 report on our findings, it would be the same report that was submitted to Secretary Rita Landgraf.

**Second:** Commissioner John Danzeisen

**Vote: Yes:** Commissioners Forster, Danzeisen, Morgan, Pippin, Rodriguez-Duffy, Schroeder, Wallace-Simms, Windley

**No:** None

**Abstain:** Commissioner Hines

Motion was carried.

- Strategic Plan Review: The new State Service Plan should be completed within the next month or so.

#### **EXECUTIVE DIRECTOR'S REPORT – Luz Vasquez-Guzman**

Executive Director Luz Vasquez-Guzman presented her report that was previously sent to the Commissioners. It was also reported that the AmeriCorps Program Director, the AmeriCorps Program officer and the Senior Administrator attended training on the First State Financial (FSF) and now have access to the system. Additionally, new processes have been set in place from the Director's Office to the Secretary's Office regarding grant submissions not only to the federal funder but also in the clearinghouse state system. Discussion ensued on the new processes set in place to ensure that future grants be submitted in a timely fashion.

#### **ADMINISTRATIVE AND FINANCE REPORT**

Gigi Windley stated that a Committee Chair is needed for the Administrative and Finance Committee.

- Consolidated Calendar: the 2016 Commission Calendar was distributed which included details of all full commission meeting and all executive committee meetings.
- Dropbox: Commission Chair Windley asked all Commissioners to enroll in Dropbox by the March meeting. Lupita Murphy, the Administrative Specialist and committee chairs have the ability to upload documents to the Dropbox account.

**Motion #3:** Commissioner Forster motioned that the Administration and Finance Committee develop standard operating procedures (SOPs) for use of the Dropbox.

**Second:** Commissioner Pippin seconded.

**Vote: Yes:** Commissioners Forster, Danzeisen, Funaiock, Hines, Morgan, Pippin, Rodriguez-Duffy, Schroeder, Wallace-Simms, Windley

**No:** None

All in Favor. Motion was carried.

- Comprehensive Commission Roster: Commission Chair reported that Jessica Sullivan has formally submitted her resignation. There is now a need in the area of youth and also in the area of disabilities.

#### **2016 GOALS**

Commissioner Windley distributed the *2016 Focus for Commissioners* that outlined the committee/project team assignments.

- AmeriCorps Segal Education Award
- Delaware Volunteer Credit Program (DVC)
- Speakers Bureau Outreach and Advocacy
  - Delaware InterCorp Council – Charles Harris reported now that Tara Wiggins is on board she will have oversight of the program to provide support statewide and generate interaction of the AmeriCorps programs.
  - Commissioners were asked to attend the Joint Finance Committee Budget Hearings on **February 23, 2016**. It was suggested that a Commissioner and a volunteer present a check that represents the amount of money in volunteer hours.

- Resource Development / Prospect Committee
- Mayors Initiative Task Force
  - It was requested by the Commission that the AmeriCorps Program Director provide an update on the Delaware Governor & Mayor Initiative (GMI) program.
  - **April 5, 2016** has been set as the date to spotlight the impact of national service and thank those who serve as part of the **Mayor and County Recognition Day for National Service**. Commissioner Crystal Biles requested that the Commissions continue to encourage Governors and Mayors to participate in the day of recognition. Commissioner Shupe will take the lead in Sussex County. Commissioner Windley offered her assistance in Kent County. Enid Wallace-Simms offered to take the lead in New Castle County. Commissioner Danzeisen suggested contacting Councilwoman Lisa Diller for her help in New Castle County.

**Motion #4:** Commissioner Pippin motioned to recess for 5 minutes.  
All in Favor. Motion was carried.

#### **BUSINESS MEETING CALLED BACK TO ORDER**

The business meeting was called to order at 10:35am by Gigi Windley, Chair of the Commission.

#### **UPDATE FROM CSCS REPRESENTATIVES**

Commissioner Crystal Biles reported that the Director of Senior Corp and the Director of VISTA have left CNCS. Mikel Herrington is currently serving as the Acting Director of Senior Corps and Max Finberg is the new VISTA Director.

The competitive grants for RSVP are still under review. CNCS will know by February or March whether Kent County RSVP was awarded a grant.

Funds budgeted for the 2015 Martin Luther King Day of Service will not be spent out and will need to be moved into another budget item. The funds will also be able to move into next year's budget to support a Delaware volunteer signature event.

The Delaware Foster Grandparent Program was awarded \$521,472 in federal funds from CNCS to support the program for the next 3 years.

#### **AMERICORPS PROGRAM STATUS**

Vice Chair Commissioner Hines reported that seven programs applied for competitive grant funding. This included Delaware State Parks, Great Oaks Wilmington, Habitat for Humanity, Ministry of Caring, Reading Assist, Summer Learning Collaborative and Teach for America.

The proposals were reviewed and scored. The Program Oversight Committee chose the following program in the subsequent order to submit to the Commission for approval to submit for competitive funding.

1. State Parks
2. Reading Assist
3. Great Oaks Foundation
4. Teach for America

**Motion #5:** Commissioner Hines moved that the Commission accept the recommendation from the Program Oversight Committee and permit the POC to submit the applications to CNCS for competitive funding.

**Second:** Commissioner Danzeisen

**Discussion:** Tamara Brown, a consultant from Philadelphia will review the final submissions. January 20, 2016 is the deadline for submitting the applications to CNCS via egrants.

**Vote: Yes:** Commissioners Forster, Danzeisen, Funaiock, Hines, Morgan, Pippin, Rodriguez-Duffy, Schroeder, Wallace-Simms, Windley

**No:** None

All in Favor. Motion was carried.

- The Program Oversight Committee is looking for additional Commissioners to participate as a program liaison for the DE State Parks Program and Great Oaks. The following Commissioners are currently serving as liaisons.
  - Teach for America: Commissioner Sharon Morgan
  - Habitat for Humanity: Commissioner Rob Schroeder
  - Ministry of Caring: Commissioner Enid Wallace-Simms
  - Reading Assist: Commissioner Susan Keene Haberstroh

#### **VOLUNTEER COMMITTEE PROGRAM STATUS**

Vice Chair Sara Funaiock provided an update on the Hungry to Help Volunteer Fair/Celebration headed by Mayor Bryan Shupe in Milford.

The date for the Governor's Youth Volunteer Service Awards is being finalized in communications with the Governor's Office. The application for the Youth Awards has been updated based on recommendations from the judges and reviewers. Dates for when the Delaware Volunteerism Committee is meeting are included in the Commission Calendar and all Commissioners are always welcome to attend.

A list of events occurring in celebration of the 2015 Martin Luther King Jr. Day of Service is located on the Volunteer Delaware website.

The date for the Delaware Conference on Volunteerism has been set for March 24, 2016 at Dover Downs. Commissioners were asked and encouraged to share information about the upcoming conference with their contacts, especially with any organizations that might be new to volunteerism or who has never attended to conference in the past.

#### **RESPONSE FROM SECRETARY LANDGRAF**

Deborah Gottschalk the Chief Policy Advisor for Secretary Rita Landgraf gave an official response on behalf of Secretary Landgraf on the report that was submitted to her by the Commission.

In a collaborative effort Deborah Gottschalk and Meredith Tweedie the Chief Legal Counsel for the Governor reviewed the report and found that there is no conflict between the State Statue and the CFR and therefore this Commission can continue to operate under the current structure.

#### **ADJOURN**

**Motion #6:** Commissioner Hines moved that the Commission meeting be adjourned.

**Second:** Commissioner Morgan seconded the motion.  
All in Favor. Motion was carried.

Business Meeting was adjourned at 11:40 A.M.

Submitted by:

Margarita Rodriquez-Duffy, Commission Secretary